

City of Carlsbad

City of Carlsbad Job Structure
Category: Management Employees
Job Family: Management Analyst

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Job Code: TBD by HR (four levels available, professional levels 1 through 4)

Section 1.0 Summary and Typical Roles and Responsibilities of Management Analysts in the City of Carlsbad

Management Analysts are professional level, individual contributors, who use their underlying skills in administration, research, analysis, project and program management in a wide variety of areas through out the City organization. The job level of a Management Analyst (as described by the attached Knowledge, Skills and Abilities matrix) is determined by two factors. The first is “business need” to have a job performed at a certain level, as defined by the specific responsibilities designed into the role, and how the organization is structured. The second is that the job incumbent must possess the knowledge, skills and abilities to function at the assigned professional level, as demonstrated by their work and contributions.

Typically, a Management Analyst must possess and demonstrate at least 80% of the Knowledge, Skills and Abilities at a given level to be assigned to that level.

The following are examples of the types of job duties that may be found in the Management Analyst roles:

- Participate in or lead the development of goals, objectives, policies and priorities for the organization to which assigned
- Prepare budgets. Provide ongoing analysis, recommendations and monitoring
- Conduct surveys and perform research and statistical analysis on administrative, fiscal, human resources and operational problems and issues and make recommendations as appropriate
- Prepare and provide staff support on agenda bills
- Contract administration: prepare RFP's, aid in analysis, negotiation and vendor selection, administer contract
- Represent the City in the Community and at professional meetings
- Assist in or lead the coordination of activities with other City departments and divisions and with outside agencies.
- Assist in the development and implementation of the City's human resources systems, including policies, guidelines, systems, procedures, monitoring and reporting
- Coordinate and oversee purchasing, human resources and other administrative functions and activities
- Provide staff assistance to the City Council, boards and commissions
- Conduct fiscal analytical studies and prepare and submit data and reports involving the evaluation of City operations and services. Ensure state, federal and local regulations are met.
- Respond to citizen complaints and requests for information
- Prepare, track and review applications for funding assistance with other governmental agencies. Audit spending.
- Program and project management as assigned: define, develop, implement, manage and audit.
- Supervise, coach and mentor staff.
- Other duties deemed necessary to the position.